



Employment Opportunity

Engineering Aide 1

Range: 40 Salary: \$2530 - \$3208 monthly

Recruitment: 609-2006

Opens: December 5, 2006

Closes: December 19, 2006

Location: Business Services, Capital Programs & Engineering Division
 Located in Olympia

Job Summary: In the Capital Programs & Engineering Division, performs beginning-level sub-professional engineering work in the field and office for other Department Programs.

Key Job Responsibilities:

- Performs drafting for agency capital construction projects
- Performs data entry and filing of drawings and other achievable records
- Drafts maps and permit documents
- Provides assistance to field crews in surveying and preparation of site sketches

Key Competencies:

Ability to:

- Physically help or assist others in performing a task or set of activities
- Check, collect, compile, update data or information; work accurately with data and records
- Organize and screen data, recognizing valid data for the purpose and discarding irrelevant data
- Analyze and interpret information to identify best options, or better courses of action
- Pick up, push or pull, or manipulate tools, clear brush as survey rod man
- Operate/control motorized equipment such as automobiles, trucks, boats, etc.
- Operate large document scanner/copier
- Enter information from databases to spreadsheets, including use of Word and Excel
- Organize systems for recordkeeping
- Research, gather, organize information from various sources
- Create documents using spreadsheets or word processing
- Interpret maps and construction drawings

Required Qualification:

- Graduation from high school or GED certification or one year of experience as an Engineering Aide Trainee, and
- Training or experience that demonstrates ability to interpret maps and drawings in construction related work, and
- Demonstrated knowledge of computer aided drafting techniques, as well as a thorough working knowledge of Microsoft Word and Excel.

Preferred applicants will also demonstrate:

- Successful completion of post high school course work in computer aided drafting
- Training or experience that provides familiarity with fish hatchery operations or fish passage techniques and design

Working Conditions:

This position requires that you be willing and able to accept the following:

- Office work during core business hours of 8:00 am to 5:00 pm
- Field work in various types of weather and at times rough terrain

Notes:

This position is covered by a collective bargaining agreement between the State of Washington, Department of Fish and Wildlife and the Washington Federation of State Employees (WFSE), which contains a “union security” provision. This means that, as a condition of employment you must either join the union and pay union dues, or pay the union a representational or other fee within 30 days of the date you are put into pay status.

How to Apply:

To apply for this position, submit a Washington State Application and the qualifying experience and training exam to:

Cheryl Gardner (Email: gardnclg@dfw.wa.gov)
Human Resource Office
Department of Fish and Wildlife
600 Capitol Way North
Olympia, WA 98501-1091

All items must be received by 5:00 pm December 19, 2006.

The Department of Fish and Wildlife actively supports diversity in the workplace. Women, racial and ethnic minorities, persons with disabilities, disabled veterans, and Vietnam-era veterans are all encouraged to apply. Disabled persons needing application/testing/interview assistance may call (360) 902-2276 or the Telecommunications Device for the Deaf (360) 902-2207.

Qualifying Experience and Training Exam

On a separate sheet of paper, provide the information requested below. A resume will not be accepted as a substitute for providing the information in this format. For work experience, specify your job title, employer, duties performed and length of service for each applicable job. For training, specify the school attended and course titles, or degree obtained.

1. Do you have previous experience as an Engineering Aide 1 for the State of Washington? Briefly explain.
2. Briefly describe any experience or training that provides you with a working knowledge of AutoCAD.
3. Briefly describe any construction related experience in which you used your ability to read maps and construction drawings.
4. Briefly describe the experience or formal training that gives you proficiency in Word and Excel.
5. Briefly describe your knowledge and/or experience with using a Large scanner.
6. Have you completed any post-high school training courses in computer aided drafting? List courses or degree obtained.
7. Do you have any work experience or training that provides familiarity with fish hatchery operations or fish passage techniques and design? Briefly explain.